



## Administrative Analyst

**Department:** Countywide

**Class Code:** 1725

**EEO Code:** 22

**FLSA:** E

**Effective:** 01/02/1997

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### **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of considerable difficulty in developing, coordinating and monitoring specific projects in various County departments; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Researches and analyzes existing policies, practices and procedures for area of assignment; writes departmental policies and procedures; coordinates project activities and/or reporting with necessary local, state, and federal officials; prepares department or division budgets, budget status reports and compiles expenditure statistics; monitors project activities to ensure compliance requirements are maintained and to identify potential improvements or revisions; identifies, in consultation with department officials, specific projects which may be developed or areas where additional grant funding may be requested; prepares grant applications; conducts specific research on projects as required; provides information and assistance on technical matters, project direction, management techniques, financial reporting requirements or project budgetary concerns and contract administration procedures; develops, conducts, and coordinates group training requirements to accomplish specific training goals; may coordinate departmental quality efforts; may supervise staff and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of applicable local, state, and federal legislation; of public administration; of municipal functions and organizational concepts. Considerable skill in gathering and analyzing data and formulating conclusions; in communicating effectively, orally and in writing.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Bachelor's degree in business, public administration or related field and two years of experience in public administration or related work; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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